

SWALE BOROUGH COUNCIL 2008-09 EXECUTIVE PORTFOLIOS

SUMMARY	CORPORATE PRIORITY	PORTFOLIO	CORPORATE MANAGEMENT TEAM	HEAD OF SERVICE
Leader	All	1. To lead on issues of regional and national importance including relations with Whitehall, GOSE, KCC, Parishes etc.	CHIEF EXECUTIVE	HEAD OF POLICY
		2. To adjudicate and allocate lead responsibility on issues crossing portfolio boundaries		
		3. Within the overall policy framework to take the community leadership role in forming partnerships with other local public, private, voluntary and community sector organisations to address local needs and develop the Community Plan		
		4. To oversee the delivery of the Council's Corporate Plan		
	5. To lead on any matters requiring Member involvement referring to local elections, electoral registration, provisions of electoral boundaries, orders in respect of Parishes and related matters pertaining to the Borough or Parish Councils	CORPORATE SERVICES DIRECTOR	HEAD OF LEGAL	
		6. To ensure Members and Officers comply with the code of conduct for standards and ethical behaviour		
Regenerating Swale		7. To be the lead member for the regeneration of Sittingbourne Town Centre	REGENERATION DIRECTOR	HEAD OF CULTURAL SERVICES & ECONOMIC DEVELOPMENT
		8. To be the lead member for realising the economic opportunities of Kent Science Park		

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Sustainable Planning & Culture	Regenerating Swale	1. To be lead member for the South Thames Gateway Building Control Partnership and policy regarding Building Regulations	REGENERATION DIRECTOR	STG BUILDING CONTROL PARTNERSHIP
		2. To be lead member for the South Thames Gateway Building Control Partnership and policy regarding Building Regulations		
		3. To oversee policy regarding Town Planning including the preparation, maintenance and implementation of the Local Plan and Local Development framework make recommendations to Council	REGENERATION DIRECTOR	HEAD OF DEVELOPMENT SERVICES
		4. To be lead member for the regeneration of Queenborough and Rushenden		
		5. To be deputy lead member for the regeneration of Sheerness		
		6. To oversee policy in relation to land charges	CORPORATE SERVICES DIRECTOR	HEAD OF LEGAL
		7. To be lead member in developing the Council's cultural offer and overseeing delivery of the cultural strategy	REGENERATION DIRECTOR	HEAD OF CULTURAL SERVICES & ECONOMIC DEVELOPMENT
		8. To be lead member to optimise the positive impacts of the 2012 Olympics and Paralympics for Swale		
		9. To formulate and implement policy for the management and control of public halls		
		10. To agree the specification and approve the Contract for the management of markets on Council owned sites.		
		11. To oversee the provision of good quality entertainment, arts and arts facilities in the Borough		
		12. To facilitate and oversee the provision and operation of leisure, sport and recreation facilities and sports development opportunities in the Borough		
		13. To encourage, seek and promote private sector and community involvement in the financing, management and sustainability of leisure, sport and amenity facilities/activities		
		14. To keep under review the Council's contracts for the provision and operation of leisure, sports and recreation facilities and for street cleaning, refuse collection, recycling and public conveniences and to make submissions to the Executive on any matters relating to the contracts		

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Housing	Regenerating Swale	1. To oversee the assessment of the Borough's housing needs and conditions and to formulate and monitor strategies.	REGENERATION DIRECTOR	HEAD OF HOUSING SERVICES
		2. To oversee the administration of all housing legislation and the preparation of related strategies, including the Housing Investment Programme		
		3. To promote a high housing standard		
		4. To formulate policy for advances and authorised loans for house purchase and improvement to property.		
		5. To oversee policy for the action required against gypsies illegally camped on Council owned land or whose acts or behaviour impede the proper management of any Council site, and decide whether any subsequent judgements resulting from eviction or otherwise should be enforced.		
		6. To oversee issues of deprivation, development and social housing and relationships with amenity groups.		
		7. To be deputy lead member for the regeneration of Queenborough and Rushenden	REGENERATION DIRECTOR	HEAD OF CULTURAL SERVICES & ECONOMIC DEVELOPMENT

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Regeneration	Regenerating Swale	1. To be lead member for the regeneration of Sheerness	REGENERATION DIRECTOR	HEAD OF CULTURAL SERVICES & ECONOMIC DEVELOPMENT
		2. To be deputy lead member for the regeneration of Sittingbourne Town Centre		
		3. To be deputy lead member for realising the economic opportunities of Kent Science Park		
		4. To oversee the development and promotion of the tourism potential of the Borough for both residents and visitors in a sustainable manner.		
		5. To oversee policy for economic development, community development, regeneration and related matters, including matters related to Swale Forward and business engagement		
		6. To agree the policy for trading within town centre areas		
		7. To oversee such highway and transportation matters as are the Council's responsibility.		
		8. To oversee the negotiation of all Section 106 agreements with specific involvement in all preliminary discussions to ensure alignment with corporate priorities.	REGENERATION DIRECTOR	HEAD OF DEVELOPMENT SERVICES
		9. To consider all matters relating to community infrastructure including the provision of services by and matters related to public and private sector utilities and services.	OPERATIONS DIRECTOR	HEAD OF ENVIRONMENT & AMENITIES
		10. To oversee policy for concessionary fares.		
		11. To oversee general policy regarding the management of off and on-street parking facilities.		

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SUMMARY	CORPORATE PRIORITY	PORTFOLIO	CORPORATE MANAGEMENT TEAM	HEAD OF SERVICE
Community Services	Promoting a safer and stronger community	1. To consider the well-being of local communities and the provision of services to them	REGENERATION DIRECTOR	HEAD OF CULTURAL SERVICES & ECONOMIC DEVELOPMENT
		2. To liaise with Health Authorities and Children's and Adult Services, to provide views, as necessary, on the policies being pursued by these authorities, their success or otherwise within the policy framework.		
	Promoting a safer and stronger community	3. To oversee the development and implementation of the community safety strategy ensuring the Council complies with national guidelines	OPERATIONS DIRECTOR	HEAD OF ENVIRONMENT & AMENITIES
		4. To promote high Community Safety Standards and lead on Emergency Planning issues on behalf of the Council.		
		5. To consider matters related to crime prevention, including the implications of County Policing policy, liaison with the local police and law and order generally.		
	Promoting a safer and stronger community	6. To lead on all licensing issues	CORPORATE SERVICES DIRECTOR REGENERATION DIRECTOR	HEAD OF LEGAL
		7. To be lead member for oversee policy for voluntary sector liaison and community development, including the Youth Forum and young people's liaison		
		8 To oversee policies and procedures concerning public relations and community engagement		

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SUMMARY	CORPORATE PRIORITY	PORTFOLIO	CORPORATE MANAGEMENT TEAM	HEAD OF SERVICE
Environment (including rural issues)	Creating a cleaner and greener Swale	1. To meet the statutory requirements for the provision of allotments.	REGENERATION DIRECTOR	HEAD OF CULTURAL SERVICES & ECONOMIC DEVELOPMENT
		2. To oversee the management and maintenance of the Council's urban parks, open spaces, countryside, country parks and play areas, including those arising from Section 106 agreements		
		3. To oversee policy for the enforcement of food hygiene, health and safety at work and animal welfare legislation.	OPERATIONS DIRECTOR	HEAD OF ENVIRONMENT & AMENITIES
		4. To promote high environmental standards	OPERATIONS DIRECTOR	HEAD OF ENVIRONMENT & AMENITIES
		5. To take a leading role in respect of recycling, rubbish collection, pollution control/monitoring, noise & pest control, council wardens and other areas within the Environmental Services Unit.		
		6. To formulate and implement policy for the management of climate change	CHIEF EXECUTIVE	HEAD OF POLICY
Regenerating Swale	Regenerating Swale	7. To be the lead member for ensuring regeneration projects consider environmental impacts on the local community	REGENERATION DIRECTOR	HEAD OF CULTURAL SERVICES & ECONOMIC DEVELOPMENT
		8. To oversee policy for sea defences, coastal protection, sea fronts, harbours and quays	OPERATIONS DIRECTOR	HEAD OF ENVIRONMENT & AMENITIES
Creating a cleaner and greener Swale	Creating a cleaner and greener Swale	9. To oversee the management and maintenance of the Borough's coastal resorts.	REGENERATION DIRECTOR	HEAD OF CULTURAL SERVICES & ECONOMIC DEVELOPMENT
Promoting a safer and stronger community	Promoting a safer and stronger community	10. To oversee the formulation and implement the policy for cemeteries and crematoria.		
Regenerating Swale	Regenerating Swale	11. To be the lead member on all rural issues affecting Swale including	REGENERATION DIRECTOR	HEAD OF CULTURAL SERVICES &
		a) Being a voice for the countryside;		

		b) (Forming good relationships with the parishes and rural agencies such as National Farmers Union, English Nature and National Trust;		ECONOMIC DEVELOPMENT
		c) Funding Opportunities;		
		d) Transport Issues;		
		e) Exclusion Issues:		
		f) Facilities.		

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SUMMARY	CORPORATE PRIORITY	PORTFOLIO	CORPORATE MANAGEMENT TEAM	HEAD OF SERVICE
Performance & Finance	All	1. To oversee policies and procedures concerning Customer	CHIEF EXECUTVE	HEAD OF POLICY
	Becoming a high performing organisation	2. To lead on changing the culture of the organisation to become more performance led/driven and support partnership/joint back office initiatives		
		3. To oversee the performance management cycle and related matters including corporate planning, data quality, risk management and health and safety		
		4. To oversee the Council's external Inspection and Assessment process		
		5. To oversee the Council's commitment to deliver the Corporate Equality Strategy		
		6. To consider the equality and diversity in the provision of services		
		7. To ensure that matters concerning all resource allocation are securely managed and are brought within the Medium Term Financial Strategy programme to appropriate meetings of the Executive within the annual cycle.	CORPORATE SERVICES DIRECTOR	HEAD OF FINANCE
		10. To lead on the process of the Annual Budget Cycle for all resources		
		11. To hold to account all Executive Members on their stewardship of resources.		
		8. To oversee policy on the use of and application for external and European funding ensuring the council is maximising the funding opportunities available.	CHIEF EXECUTVE	HEAD OF POLICY
	9. To oversee the implementation of the policy for the provision of grant aid	REGENERATION DIRECTOR	HEAD OF CULTURAL SERVICES & ECONOMIC DEVELOPMENT	
	12. To keep under review the economic use of property including receipt of Annual Land Holdings report and to make submissions to the Executive on the Asset Management Plan following consideration by the Assets Committee.	OPERATIONS DIRECTOR	HEAD OF ENVIRONMENT & AMENITIES	
	13. To maintain an overall view of land and property requirements, resources and allocation and control commercial lettings of Council owned properties.			
	14. To oversee the strategic resources portfolio of the Council including finances, property and other assets, and staff, including related matters.	CHIEF EXECUTVE	CORPORATE MANAGEMENT TEAM	
	15. To oversee the employment relations, welfare and human resources of the Council	CHIEF EXECUTVE	HEAD OF ORGANISATION & DEVELOPMENT	

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SUMMARY	CORPORATE PRIORITY	PORTFOLIO	CORPORATE MANAGEMENT TEAM	HEAD OF SERVICE
Learning & Skills	Regenerating Swale	1. To be lead member for ensuring linkages with learning providers and the local business community in order to develop and deliver the local learning strategy	REGENERATION DIRECTOR	HEAD OF CULTURAL SERVICES & ECONOMIC DEVELOPMENT
		2. To extend the number and range of local opportunities through which people can access learning		
		3. To act as champion for ensuring learning meets the current and future needs of the local economy		
		4. To improve educational performance and progression		
		5. To create a learning culture, through early years, family and community learning		
	Promoting a safer stronger Swale	6. To be lead member for the safeguarding of children, for the development and implementation of the Child Protection Policy and for ensuring the Council fulfils its statutory duties under the Children Act 2004 section 11.	REGENERATION DIRECTOR	CHIEF COMMUNITY SERVICES OFFICER
	Becoming a high performing organisation	7. To oversee the provision of Members and Officers learning and development	CORPORATE SERVICES DIRECTOR	DEMOCRATIC & ELECTORAL SERVICES MANAGER